



COMMONS BOARD

City Hall Council Chambers

May 15th, 2013

The Commons Board met on Wednesday, May 15th, 2013 at 11:30 a.m. (EST) in the City Hall Council Chambers

Board Members Present: Sherry Stark, Tracy Souza, Ryan Brand, George Dutro

Others Present: Jillian Keller, Lisa Westenberger, Jamie Brinegar, Ben Wagner, Steve Risting

City Attorney Present: Kelly Benjamin and Jeff Logston

Board President Sherry Stark called the meeting to order and requested approval of the minutes from April 10th, 2013. Tracy moved approval, Ryan seconded. No discussion. Minutes approved.

Kelly Benjamin introduced new City Attorney Jeff Logston.

Kelly stated she had been emailing with Harry Todd regarding the easement. She had submitted a draft and he responded on May 15th and stated it had been revised but still needed editing. Questions over management and maintenance agreements were discussed between Kelly and Harry. Harry stated he would include a shared covenant for shared expenses and maintenance in an easement document. Kelly asked the Board to be aware of the document and determine what should be included in a maintenance agreement separate from the easement documentation. The Board agreed to wait until revisions have been made to the easement draft to determine needs for a separate document.

Steve Risting reported Cummins is hoping for completion of the easement documentation the week of May 20th, 2013.

Kelly also reported the Redevelopment Commission is handling the leasing for the vacant retail space at The Commons but did not have a current update. Kelly asked the Board to continue retaining correspondence regarding the space until the termination of lease has been confirmed. It is Kelly's understanding a mutual release will be signed. Jeff Logston will provide an update at the next Board meeting.

Steve reported on the architectural report for facility improvements. The Performance Hall shading is progressing and the installation schedule is still four weeks out.

In terms of the safety bollards, Dunlap has been notified The Commons will proceed with work and

requires a signature to move forward. Approval for a formal request has been completed but the formal request had not yet been submitted to The Heritage Fund for funding. Steve reported the previously submitted quote is accurate for two new bollards and they will take four to six weeks for fabrication. Kelly Benjamin suggested Sherry Stark sign the request for the bollards with a note that authorization is contingent upon receiving funding from Heritage Fund(NOTE: Several days after the meeting Heritage Fund notified The Commons that the grant to pay for installation of the two new bollards had been approved. Following that notification Sherry signed the work order authorization.)

Steve requested the lower lobby sound system be included in the second portion of the Heritage Fund request. He met with ClearSound and determined recessed speakers are not an option. He spoke with Chris Crawl who confirmed connections. The final quote is accurate. Lisa will prepare one request for the specific amount for the bollards with the stipulation that the authorization is contingent upon receiving funding from Heritage Fund. Lisa will also submit a second request for the lower-level funding after a precise amount is confirmed.

Steve Risting met with the contractor, Live Roof, representative and Parks and Recreation officials concerning the green roof at The Commons. They discussed a final recommendation for the damage to the vegetative roof caused by construction from the Cummins COM building. Vision Building has agreed to repair 12 feet of the roof from the Cummins COM building.

In terms of the terrace green roof, the vegetation is not surviving as well as hoped due to heat. Live Roof will submit a separate recommendation for that area.

Steve reported access from the COM building to The Commons terrace is at 95% completion. Final clean up, locks and security still need to be finished. Occupancy for the second floor is scheduled for June 3rd, 2013. The first floor occupancy is scheduled for the week of June 10th but still needs security devices installed in the shared egress space.

Steve also updated that the retail space specifications have been submitted for new tenants. He verified the space could be subdivided per the Mayor's request for technical information but noted exiting requirements, hours of operations, and other concerns would need to be address if the space is divided.

Steve provided outdoor seating options for the outdoor patio space in front of the open retail space per the Mayor's request. The objective is to move the furniture to the terrace after a new tenant moves in. Jeff Logston felt that maintenance and operations of table umbrellas need to be considered but did not feel liability was a large enough issue to deter from umbrellas being installed.

Sherry Stark stated that creating activity adjacent to the empty restaurant space is important. The Arts Council and The Commons are working towards options for putting some graphics in the window space.

George Dutro asked if the Redevelopment Commission has started considering requests for proposals for the space. Steve Risting was not sure of the status of the assessment of the space. Jeff Logston will obtain an update and provide it to the Board prior to the next meeting.

Lisa Westenberger updated on the Commons Report. Revenue has passed \$100,000 for the 2013 year and is \$23,000 away from annual goal. The report now reflects the Rental Assistance program. Currently, almost \$2,300 of the \$5,000 has been allocated.

Lisa met with Karen Shrode and Kevin Lair with IUC+D concerning the windows in the vacant space. The Board supports Lisa's researching options that can be installed quickly and possibly smaller in scale than original concepts.

Lisa moved to discussion of the Xenia Miller Conference room. The room is very well used but balance now needs to be considered in order to offer the room to a variety of Not-For-Profit organizations. The Commons staff is encountering scheduling issues in regards to recurring meetings during peak time; Tuesday, Wednesday and Thursday, 4:00 pm to 9:00 pm. Recurring weekly, bi-weekly and monthly meetings are preventing new groups the ability to use the meeting rooms. Lisa suggested allowing each group 12 meetings a year during evening, week-day hours, based on their schedule. For example, weekly meetings could meet for three months at a time. The intent is to avoid removing meetings from the schedule entirely. If weekly meetings were not scheduled, there are enough groups waiting to use the space that the conference room would still be used as frequently.

Sherry suggested prioritizing meetings based on a tier. For example a new user always gets priority. Lisa stated this is being done as much as possible depending on the size of each group and availability. Recurring meetings are concerned about advertising their meeting space and confusing members if the location and time are not consistent. Alternative options such as space at Donner and Hamilton Center, quarterly scheduling and charging for recurring meetings were discussed.

The funding for the room was a gift from Irwin Sweeney Miller Foundation with the original intent of being made available at no cost to Not-For-Profits. Ryan Brand's concern was by giving new groups priority to the room, it is only creating more groups that are trying to schedule prime time in the conference room. Ryan felt attendance at each meeting should also be tracked and Lisa stated meeting rooms are already scheduled based on size of groups if there is a conflict.

Sherry said that she would touch base with key principals of the ISMF and covet their thoughts to the Board. Lisa agreed to provide additional recommendations at the next meeting.

Sherry informed the Board she would not be in attendance for the next meeting. Vice President Cheryl Buffo will preside. If she is unable to attend, Ryan Brand agreed to chair the meeting.

Meeting adjourned.

Next Meeting: Wednesday, June 12th, 2013